

To: Robin, George[Robin.George@epa.gov]
From: William Etheredge
Sent: Tue 10/1/2013 12:07:18 PM
Subject: IGMS - SGITA Quarterly Reporting Notification: G-00921613-1: FY13 UIC - CA Dept of Conservation

You have been requested to submit your quarterly report in SGITA for the Award titled: FY13 UIC - CA Dept of Conservation.

reports in SGITA for the Award titled: FY13 UIC - CA Dept of Conservation.

SGITA was developed in response to Grants Policy Issuance (GPI) 11-03, "State Grant Workplans and Progress Reports," which has an effective date of October 1, 2012. The GPI and SGITA only apply to the 14 State Categorical Grant Programs. The GPI requires that workplans and associated progress reports prominently display three "Essential Elements": the EPA Strategic Plan Goal; the EPA Strategic Plan Objective; and Workplan Commitments plus time frame.

GPI 11-03 instructs EPA Project Officers to upload workplans and progress reports for the applicable grant programs into SGITA. To reduce burden on Project Officers, SGITA pulls grant specific information directly from IGMS. The Project Officer will only need to attach the workplan and progress reports for those grants as needed. Email reminders to the Project Officer to enter information into SGITA will be sent on a quarterly basis.

States will have read-only access to SGITA for their specific State Agency grants only.

Instructions:

*Before you start, you need to have access to a saved electronic copy of the workplan and/or progress report(s) you'll upload.

1. Register and/or log in to the database- use your id/password for logging into your computer:

<https://ofmext.epa.gov/apex/sqita/f?p=SGITA:Home:>

2. Locate your name in the Project Officer list.

3. Locate and click on the award you need to upload workplan and/or progress report.

4. Click "add" workplan or progress report.

5. Find and upload an electronic copy of the file

6. Repeat for each award/document

7. Save this email in a folder so you'll have it to check in the future

This is an automated reminder. Please do not respond to this email.

For technical support: please contact SGITA@epa.gov<<mailto:SGITA@epa.gov>>

Click on the following icon to access the Award document. 